



2022 SEASON COVID-19 SAFETY PLAN

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**Overview:**

The Thousand Islands Playhouse is committed to the strictest health and safety protocols for artists, staff and audience members. This plan is a living document, updated throughout the year in conjunction with public health guidelines and in consultation with the governing Board of Directors and affiliated professional associations. It is intended for informational purposes only in order to provide an overview of the potential hazards posed in the workplace due to COVID-19. Please refer to the World Health Organization, Ontario Ministry of Health, Public Health Ontario and the Centre for Disease Control and Prevention for up-to-date information.

Please Note:

If any person assigned actions outlined in this plan is unable to complete their duties due to vacation, unplanned illness or other reasons, they will assign a designate to act on their behalf. If the individual is unable to assign a designate, the COVID Safety Representative will ensure the required activities are completed.

Plan Monitoring:

- COVID SAFETY REPRESENTATIVES (CSR) will meet with the Health & Safety Committee regularly to review how the plan is working and discuss feedback from staff, artists, and guests and any changes made by the public health authority or government mandates.
- Guests will be provided with an email address where they can send any feedback.
- Any changes to the plan will be communicated to the staff via email, through the company website and at any upcoming staff meetings. All posted documents will be updated as required.



KEEPING INFORMED

DAY-TO-DAY OPERATIONS

Primary responsibilities of company COVID Safety Representative (CSR)

1. Every Monday, CSR will check Ontario.ca, the Leeds, Grenville & Lanark District Health Unit and Kingston Frontenac Lennox Addington Health Unit websites for updates.
2. The CSR will maintain a current understanding of all relevant COVID-19 regulations and local by-law requirements.
3. Staff is encouraged to share any relevant information they find with the CSR.
4. The CSR will email this plan and any updates to all staff highlighting any changes in the notice.
5. The CSR will post updates on staff bulletin boards in the main office (Firehall Theatre) at the Production Facility and in the Green Rooms.
6. The CSR will ensure that information on the website, social media and the Box Office email/voicemail is maintained to let guests know how we are working safely and notify them of any changes
7. The safety plan snapshot (final page of this document) will be posted on the Playhouse website, social media, and be emailed to all guests prior to their arrival on-site.
8. The CSR is responsible for making sure that the staff email and phone contact information is kept up to date. All staff are responsible for informing CSR if their information changes.
9. The CSR will provide training to staff on cleaning routines and disinfecting products, how often to clean workstations and equipment, and how to use all personal protective equipment (PPE) including but not limited to masks, gloves, visors.
10. A sign posted at the entrance reminding all patrons, staff and visitors to wear a facemask, physically distance whenever possible, and to maintain good hand hygiene at all times on-site.

SCREENING PROTOCOLS

STAFF

- Staff are asked to self-screen daily at home prior to coming to work
- If staff are ill or suspect they have been exposed to COVID, and are required to notify CSR. It will be the staff person's responsibility to acquire a COVID test and submit the result to the CSR as soon as possible while monitoring/managing their symptoms for up to 5 days.
- Staff are encouraged to use available COVID tracking and exposure tools, such as the Canadian COVID Alert app and to exercise caution in public settings and when attending gatherings.
- All staff are required to submit proof of vaccination as of September 22, 2021 to the CSR per Playhouse Board policy.



THIRD PARTY (non STAFF: delivery people, tradespeople, etc)

- Third party staff and other short-term visitors are required to wear a mask indoors
- Proof of vaccination is NOT required

VISITING ARTISTS & TECHNICIANS

- Artists and designers will be notified at the time of contracting that they will work in a cohort with other Playhouse artists for the duration on their term of engagement in Gananoque
- Artists are required to submit proof of vaccination as of September 22, 2021 to the CSR per Playhouse Board policy
- Artists are asked to self-screen daily at home prior to attending rehearsal or performances
- Artists are asked not to attend work if they are sick or have been exposed to COVID, and are required to notify their Stage Manager and/or CSR. The Artist will acquire a COVID test (with the assistance of the Stage Manager and/or CSR) and submit the result as soon as possible while monitoring/managing their symptoms for up to 5 days

GUESTS (audience)

- Guests will be notified of the Playhouse facemask policy and the self-screening recommendation via the company website and during a ticket purchase. A reminder will be sent with the purchase confirmation (receipt) and 24-hours prior to the scheduled performance
- On-site signage will reinforce the Playhouse facemask policy.

SAFETY PROTOCOLS

The following controls are to reduce risk of transmission

ADMINISTRATION

1. Administration staff are assigned private and semi-private workspaces. All staff are required to wear a mask outside of their individual workspaces except when eating or drinking.
2. Staff will wash their hands with soap and water or use hand sanitizer frequently.
3. Staff are encouraged to ensure physical distancing and wear facemasks when holding meetings.
4. All commonly touched surfaces and shared areas will be cleaned daily. This includes counters, doorknobs, kitchen and washrooms. Interior doors will be propped open where possible to reduce touching surfaces.
5. Administrative staff are encouraged to limit the number of people attending appointments on-site and to use an appropriately well-ventilated space when possible.
6. Box Office services are offered online and by telephone, in addition to in-person.



7. The CSR will ensure all cleaning and disinfection products we use are Health Canada-approved as effective against COVID-19.
8. The CSR will ensure regular maintenance of the air-handling (HVAC) system and documentation.
9. The CSR will walk through the venue every day and ensure that the building is secure, the ventilation system is working, the hand sanitizer and disinfecting supplies and signage are available.

SAFETY PROTOCOLS

AUDIENCE

1. All audience will wear facemasks or coverings while indoors at the Playhouse – from the Box Office to the auditorium, except while eating or drinking.
2. Bars (concessions) will be open pre-show and at intermission. Food and drink will not be allowed in the theatres to ensure that masks remain on at all times when seated.
3. All Playhouse staff servicing the audience will wear facemasks (and gloves - optional) supplied by the Playhouse; these items are single-use and must be discarded after each shift, or sooner if deemed necessary.
4. The audience will be seated in reserved/assigned seats. Pre-show announcements will reinforce the COVID-19 Safety protocols for audience and artists.
5. All lobby furniture, surfaces, equipment, audience seating and bathrooms will be cleaned and disinfected between performances on a two-show day.
6. Access to the indoor lobby and theatre seating will be closed between performances.
7. All Playhouse Marketing will encourage audiences to follow local health protocols in their region.

SAFETY PROTOCOLS

ARTISTS/TECHNICIANS

1. ALL artists and theatre technicians are fully vaccinated against COVID-19 per Playhouse policy.
2. Artists will work in a cohort for the duration of the rehearsal, build and performance schedule. There will be strict protocols on controlling the ingress/egress of their workspaces and accommodation.
3. Self-screening before attending venues daily. Artists will have a designated entry, break room (Green Room), bathrooms and a large, well-ventilated rehearsal space. Daily cleaning will be implemented.
4. Artists are required to wear a facemask outside of the rehearsal hall except when eating or drinking in designated areas.
5. Artists will wash their hands with soap and water or use hand sanitizer frequently.
6. Artists are required to use designated meeting spaces to ensure physical distancing and good airflow and to wear masks during meetings.
7. During performance at the venue, strict adherence to Stage Door entry and Green Room, Dressing Room assignments is required.
8. Stage Manager(s) and technicians occupying the control booth will wear facemasks. Thorough cleaning before/after use is required.



CHANGES, RISKS, & CONTROLS

CHANGE TO STANDARD OPERATING PROCEDURES	RISKS AS A RESULT OF THE CHANGE	RISK CONTROLS
New personal protective equipment: face shields and mask	Slips, trips and falls due to fogged up face shields or glasses	Staff will be trained on wearing their mask properly to minimize fogging, and anti-fog cleaner will be provided to all staff. CSR will make sure lighting is adequate throughout the Playhouse.
Increased cleaning of the Playhouse between customers	Slips, trips and falls on wet floors, increased exposure to cleaning chemicals	Scheduling of shifts and performances with adequate time between for drying floors and surfaces, addition of “wet floor” signs for each area. Safe chemical use training.
Mental health impacts of risk of infection when interacting with the public	Increased stress for staff	We establish regular check-ins with staff to make sure they are supported and aware of available resources.
PPE requirements for guests and staff	Increased stress for staff when assisting frustrated guests	<p>All staff will be provided with information resources about conflict resolution and de-escalation techniques and instructed to contact CSR immediately if they require any support when interacting with guests. We will maintain our zero tolerance policy for workplace violence and harassment.</p> <p>The Managing Artistic Director and Board Chair are available to support staff with any concerns regarding communication of the Playhouse policies.</p>